I. Introduction

A. Background/Need
It is important to know the status of information technology in the local public health agencies. Despite the enormous new pressures on public health agencies at the local level and the responsibilities of local public health agencies (LPHAs) as the first line of public health responders, little information exists on the status of the information technology infrastructure. The National Association of City and County Health Officials (NACCHO) conducted a nationwide electronic communications study in 1996; however, these data are woefully out-of-date. There have been many landscape changes since that time, including an influx of emergency preparedness funds at the local and state levels. Policymakers, program developers, and others need up-to-date and detailed data. NACCHO has conducted several large studies of local public health agency activities during the past two decades (*Profiles*, '89, '92, '97; Infrastructure Study, '99-2000). The *Profile* is the only comprehensive source of data on local public health agencies. NACCHO will conduct another *Profile* study in 2005 with funding already awarded by another government agency separate from the proposed procurement. Data from this *Profile* will be mined for this information technology infrastructure project.

B. Purpose and Objective
The primary purpose of this procurement is to provide an analysis of governmental local public health agency survey data related to information technology current status and future needs. This information needs to be broken out into categories, such as: rural/urban, population served, regions, etc.

The secondary purpose of this document is to develop, publish and widely disseminate a research brief describing the results of the IT analysis. The results of the research brief can be used by the practice field, policymakers, program developers and others. This will allow for others to identify needs and gaps in the current system so they can be addressed.

II. Vendor requirements

A. General Requirements
1. Independently, and not as an agent of the Government, the contractor shall furnish all necessary labor, materials, supplies, equipment, and services needed to complete this project according to the proposed statement of work.

2. All work performed under the procurement shall be monitored by the Project Officer.

B. Specific Requirements
    1. Overview

        A. Vendor must have knowledge of the public health workforce.

        B. Vendor must conduct an in-depth analysis of IT-related questions to be included in a survey of the public health workforces IT capability, current status and future needs.

        C. Vendor must be able to demonstrate that it has established lines of communication with the public health workforce in order to successfully conduct survey. This survey must be funded through another source.

        D. The survey of local public health agencies shall be completed by end of summer 2005.

        E. After survey is completed, an analysis of the IT component shall be conducted. The results from the survey must be published in a research brief and widely disseminated.

    2. Personnel

        A. Vendor must be able to work with a broad-based oversight team as an advisory group. The advisory group must include staff from local public health agencies, tribal representatives, non-profit public health agencies and other government agencies that have an interest in public health.

        B. Vendor must also work with academic advisors for the analysis of IT capability of the report. The academic advisors shall include at least one Ph.D. and at least one MD.

    3. Reports

        A. Vendor shall submit to the project officer the following reports:

            1. Plan for analysis and presentation of data
            2. Dissemination strategy
            3. Summary of analysis
            4. Research brief

        B. The proposal shall have proposed completion dates for each of these reports.